

VISIT...

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SERVICE ADVANTAGE

1. Prestigious Building at Central
2. Save upto 90% cost.
3. Completely in 15 Minutes
4. Professional - Flexible.
5. Value for money



FAQ

What is G Office?

How much could I save from using G Office?

What is the minimum subscription period?

Will there be refunds for termination?

Can I upgrade to a better package during the period?

Which comes first?

Registration with DPI or getting G Office service?

What is the Registered Address?

How does your office look like?

When can Registered

Address be used?

How fast will I received my forwarded mails?

How safe is the forwarding of mails?

How safe is the collection

What is G Office?

From the enquiries I received, I understand that most of the entrepreneurs doesn't know what G Office solution is for.

To keep it simple, the Main Purpose of getting a G Office provider is:

- To "rent" their business address as your own.

Instead of the usual leasing of office space, G Office is an excellent way to cut down risk in starting a business.

With this business address, you can use it as a registered business address (or registered office address), formerly known as Registry of Companies & Businesses. You can use it for other stuffs like:

- Put it in your name cards, letterheads, rubber stamps, envelopes, mailings, greeting cards, etc.
- Open a bank account, apply for government grants, etc.
- Use on any official documentations.

In short, G Office services are a range of professional business support solutions suitable for both emerging entrepreneurs and established business.

How much could I save from using G Office?

	Costs (USD)	Traditional	G Office
A Up-front Costs		4836	36
Furniture		900	0
Air Conditioner		700	0
Printer + Scanner + photocopy		1700	0
Phone, Fax / ADSL Machines		1100	0
Projecter		250	0
Install phone, Fax line		36	36
Others		150	0
B Ongoing Annual Expences		1130	120

of mails?

Why are my letters/parcels opened?

What if my customers or partners visit the office?

What is the availability of Dedicated Phone Line?

When can I received the inbound fax?

Can you fax documents to other numbers?

What format would be the received fax be in?

Rent Expences(20\$/ m2)	400	0
Telephone, Internet usage	100	0
Offices staff (3 person)	450	0
Repairs and Manterance	100	0
Power usage	30	0
Other services (delivery,Catering, etc..)	50	0
C Total	5966	156

What is the minimum subscription period?

The minimum subscription period would be 3 months.

Will there be refunds for termination?

Refunds would only be available for termination stipulated by G Office

For qualified refunds of payment done online, the refunds will be done by cancellation of your payment through our ecommerce provider. Fees may applies.

Can I upgrade to a better package during the period?

Definitely! You just need to top up the difference. And furthermore, there will be no administrative charge for upgrade to a higher-priced package.

Which comes first? Registration with DPI or getting G Office service?

Either ways work. However, if you wish to register with us before going to DPI (Department of Planing & Investent) (www.dpi.hochiminhcity.gov.vn), you could used the proposed company name during our registration process. Please take note that all payment must be done within 5 working days from G Office registration or registration with DPI, whichever comes first

What is the Registered Address?

The address would be::

Room 605 Indochina Park Tower

4 Nguyen Dinh Chieu Str, District 1

HCM City

VietNam

How does your office look like?

G Office is build to a global standard. Our fully- furnished work place come with stade-of-the-art technologies and are staffed with profeshonaly trained administrative and IT personel.

When can Registered Address be used?

The Registered Address can be used instantly after registration. However, you may also used our registered address for your business/company registration with DPI (www.dpi.hochiminhcity.gov.vn) before registration with us.

How fast will I received my forwarded mails?

Mails to Local Address

Typically, Vietnam Post will deliver all mails to you within 3-4 working days. However, delivery of mails may be delayed during public holidays.

Mails to Foreign Address

For delivery to foreign address, it may take up to 2 weeks for mails to be delivered. All mails will be delivered via airmail service of Singapore Post.

How safe is the forwarding of mails?

Although we take all precautions, there are a few instances where customers did not received their mails. For all mailing services, we depends solely on the normal postal services of Vietnam Post and telecom service and sincerely apologized in cases where safe delivery of mails is compromised.

If you require the mails to be safely delivered via registered post, there will be a handling charge of \$10.

How safe is the collection of mails?

For collection of mails, we will require the person to produce their identification such as Passport or Driving License. If no identification can be produced, we will have to call the customer directly for verification.

Why are my letters/parcels opened?

Sometimes, we have to open the letters or parcels as there is no indication of company name. And we may contact the sender if there is still no indication whom the letter/parcels is being send to.

Even if there is a personal name, we regret that we may still have to open them due to the reason that another company having a person of the same name.

G office respects your privacy and the content of the letters or parcels will be kept confidential.

What if my customers or partners visit the office?

Our reception will inform them that you are currently out of office and would rely their message to you.

Note: We will try out best to ensure that your customers or partners "feels" that the office belongs to you. However, if common senses prevails, we have no choice but to informed them that the office is actually a shared office between your company and ours. Last resort would be to inform them that it is a registered office. This depends on the situation at hand.

What is the availability of Dedicated Phone Line?

Any calls to the Dedicated Phone Line will transferred anytime of the day.

When can I received the inbound fax?

All inbound fax will be redirected within 24 hours during office hours. Delay may occur if the fax does not have any reasonable indication of recipient.

Can you fax documents to other numbers?

Yes, we do provide outbound fax service.

What format would be the received fax be in?

All inbound faxes will be converted into Adobe PDF format.

For viewer, please download Adobe Acrobat Reader at <http://www.adobe.com>.

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